Online Payments: Lunch

You now have the option of paying for lunch orders and monitoring your account online. You may still pay by sending a check if you prefer.

Payment Options:

- Electronic checks (also called e-checks or electronic funds transfer, EFT or ACH)
- Credit or debit cards accepted: Mastercard, American Express, Discover (**not Visa**)
- Check by mail or hand deliver to school office (as before)

Administrative Fees:

Administrative fees are charged by the banking service and are passed along to parents choosing to use this service. The fees will be charged as follows:

- E-Checks: $0.85 per payment.
- Credit Card and Debit Card Payments: 3.75% of transaction amount
- On your credit card statement, the lunch fee and administrative charges will appear separately. If you use an e-check, the fee will appear together with the lunch charge on your bank statement

How Renweb Displays Charges and Payments

- Your Family Billing Statement on Parents Web will reflect the payments you have made. Because Renweb applies payments to lunch charges as they are consumed, when you first make your payment prior to the beginning of the month, it will show as a credit (negative number) in the Balance column on your Parents Web Family Billing page. The new charges for the month don't show up until the ordering period is passed.
- To see a detailed list of charges and payments, click on the magnifying glass icon in the "Details" column of your Family Billing page.

Instructions for Paying Lunch Charges Online

1. Log into Parents Web
2. Place your lunch orders as usual (see lunch ordering instructions on the CCA website for more information on placing a lunch order). **Make note of the total charges due**.
3. Select "Family Information"
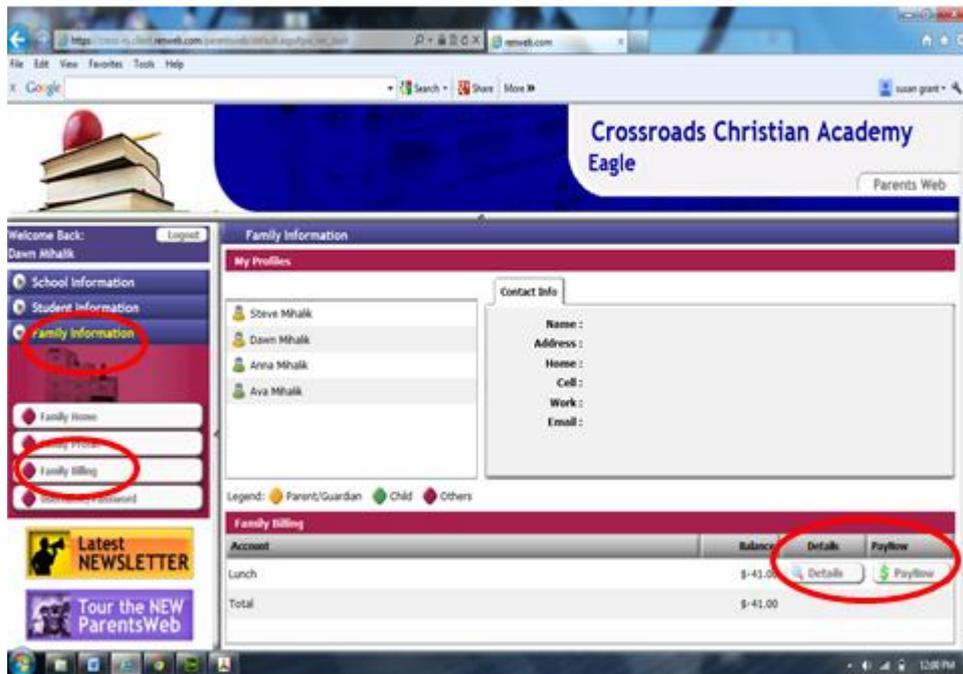
4. "Family Billing" section will appear on bottom of the screen. You will not see the new charges yet, since they are not created until after the lunch ordering process is closed.
5. See if there is a Balance showing. This indicates that you owe something from the previous month. Note: A negative number means that you have a credit, and you may subtract this from the amount you will pay for your current lunch order.
6. Enter the amount you wish to pay in the "Payment Amount" column (i.e. – the charges for the order you just placed (plus any additional amounts due or minus any credits).
7. Select "Pay Now": The "Enter Payment" screen appears
8. Select preferred payment method and click "Continue": The "Provide Credit Information" screen appears
9. Enter information requested and click "Continue": The "Verify Credit Card Information" screen appears
10. Verify that information is correct. Note administrative fee that will be charged.
11. Click "Confirm": The confirmation screen appears and an email will be sent to you

Please make every attempt to keep your payments current.

Online Payment of Tuition and Fees

CCA plans to eventually have all tuition and fees available for online view and payment. We are taking this one step at a time to ensure it works well and keeps your finances safe and secure.

If you have any questions, contact Bob Grant or the Business Office.